

Optimizing Your Training

Congratulations! You've been selected to attend a training session. Use this checklist to get the most out of your time and the court's investment in your professional development.

Before your training event:

- ☐ Talk with your supervisor about what you will be expected to do differently as a result of participating in the training event. Think about your own goals from the training and share these with your supervisor.
- ☐ Plan to use your newly acquired skills as soon as you return. Work with your supervisor or a respected colleague to identify and schedule opportunities to practice skills and receive constructive feedback.
- ☐ Make any necessary arrangements to manage your workload while you're in the training class.
- ☐ Find out as much about the training class as possible (location, objectives, times, dates, instructors, dress code, etc.).
- ☐ Make travel arrangements (if needed).
- ☐ Review any materials provided; complete all suggested or required pre-work.

During your training event:

- ☐ Eliminate potential distractions or interruptions (phones, meetings, other priorities, etc.).
- ☐ Keep an open mind.
- ☐ Ask questions to clarify points.
- ☐ Stay on task and actively LISTEN.
- ☐ Look for ways you can apply the new learning to your job.
- ☐ Take notes on new concepts and skills.
- ☐ Interact with instructor and other participants and learn from them.

After your training event:

- ☐ Meet with your supervisor and discuss what you learned and how you will use it on the job. Share any job aids, action plans, and suggested next steps provided by the training.
- ☐ Identify what you will need to successfully transfer what you learned to what you do. This may include resources such as time to complete post-course work; or coaching and feedback, etc.
- ☐ Apply what you've learned as soon as possible in your work.
- ☐ Share your new-found skill/knowledge with your colleagues.
- ☐ Ask supervisor to assign a mentor to continue professional growth.
- ☐ Keep in touch with participants from training event.
- ☐ Monitor your progress and identify new learning opportunities.